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**From:** Nassif, Julianne (DPH)  
**Sent:** Thursday, June 25, 2009 11:07 AM  
**To:** Salemi, Charles (DPH)  
**Subject:** RE: time for mondaychurch services

Chuck,

It is ok to earn time but it just needs to be recorded on the time sheets as comp time on the sheet (COM) and subtracted (CMT) when used. An OT/Comp time form must be completed too. I know this is tedious but it is building policy which was implemented because some were abusing the system. If you haven't been recording it on the time sheets but you know that someone has earned it and wants to use it for the service, I will OK it.

However, effective immediately all extra time must be documented appropriately.  
Thanks, Julie

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**From:** Salemi, Charles (DPH)  
**Sent:** Thursday, June 25, 2009 10:50 AM  
**To:** Nassif, Julianne (DPH)  
**Subject:** RE: time for mondaychurch services

Julie , we have had a policy in the Lab to allow chemists to earn and use up to 2 hours of lab time /week for many years. I told a couple of people they could do this, after the fact, for Della's husband services. Id like to allow these people to use earned lab time in this instance. Others will take Vacation or Personal time. As of next Monday I will disallow the option of earning lab time. CBS

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**From:** Nassif, Julianne (DPH)  
**Sent:** Thursday, June 25, 2009 10:08 AM  
**To:** Salemi, Charles (DPH)  
**Subject:** RE: time for mondaychurch services

Yes, they must take time (vac, personal, lunch whatever) for the time out of the lab. Sick time and making it up are not options.

I am disturbed that Dan is checking other people's time though, unless he's covering for Della in her absence.

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**From:** Salemi, Charles (DPH)  
**Sent:** Thursday, June 25, 2009 10:04 AM  
**To:** Nassif, Julianne (DPH)  
**Subject:** FW: time for mondaychurch services

Julie, Dan sent me this email about time for Monday. Unless you told people they didn't have to take the time for Della's husband services I would expect everyone who went to take some type of time. Vac,sick make it up, etc. Let me know before I send the time sheets down Friday. CBS

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**From:** Renczkowski, Daniel (DPH)  
**Sent:** Thursday, June 25, 2009 7:32 AM  
**To:** Salemi, Charles (DPH)  
**Subject:** monday

Good morning Chuck. For Monday, some of us had marked down the time that we were gone at the service for Della's husband on the time sheets. But I noticed that not everyone did and I just wanted to make sure which we were doing because I didn't want to short myself if we weren't counting that time. Thanks.

Dan